

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 13/2014
OPENING DATE: 04/09/2014
CLOSING DATE: 04/30/2014
POSITION TITLE: MAINTENANCE INSPECTOR, FSN-6
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics/Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Building Maintenance Management Supervisor the incumbent: 1) implements work assignments received from the supervisor and monitors work order requests and schedules in order to ensure residences are maintained in a timely manner; 2) inspects work in progress and follows up with the client to maintain quality control both in terms of the technical work being done and the manner in which it has been performed; 3) keeps inventory of electric, plumbing and carpentry in stock and issues maintenance related materials for completing work orders; 4) handles emergency maintenance and service requests; 5) monitors and enters status of projects into the automated Work Order System; 6) inspects all leased residences according to the preventive maintenance schedule to ensure all equipment (e.g. water distillers, air conditioners, hot water heaters, humidifiers, etc) is in a good operation condition; 7) regularly checks of the fuel level for boilers and generators, trash removal from office facilities and residences; 8) assists supervisor with implementation of special safety compliance programs; 9) serves as back-up for supervisor during his/her absence and performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, skills and experience (65%):** College or university degree in some technical job-related area. Completion of vocational training, apprenticeship or experience recognized as producing journeyman mechanic skills in one of the major maintenance trades (certifications or licenses in electrical work, plumbing, welding, or any other construction-related field). Minimum three years of progressively responsible experience in facility maintenance area with an international or large private organization, ideally including journeyman mechanic, maintenance, or inspection. Supervisory or Team Leader experience in the field of office and residential maintenance is highly desirable. Journeyman mechanic level knowledge and skills in one of the major maintenance trades and sufficient knowledge of overall maintenance operations, costs of materials and labor, good understanding of specifications. Ability to diagnose the extent and nature, and to evaluate adequacy and quality of repair work. Knowledge of computer software (MS Office), hands on experience with inputting and maintaining information in electronic databases and spreadsheets. Valid Driver's license category B.
- **Teamwork/Interpersonal and Communication Skills (20%):** Must have good time management skills. Be tactful, personable, and be able to maintain effective working relationships with employees; be flexible, resourceful, service-oriented, and self-motivated.
- **Language skills (15%):** Good working knowledge (Level III) of English and fluent (Level IV) Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB Wednesday, April 30, 2014. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.